

## ICAC REPORTING TIMELINES

**REQUIREMENT:** A copy of each report submitted must be saved in the corresponding grant file.

REPORT	PERIOD COVERED	SUBMIT TO OCJP
ICAC Quarterly Regional Progress Narrative Report (This document is provided by your OCJP Program Manager)	July 1 <sup>st</sup> through September 30 <sup>th</sup> October 1 <sup>st</sup> through December 31 <sup>st</sup> January 1 <sup>st</sup> through March 31 <sup>st</sup> April 1 <sup>st</sup> through June 30 <sup>th</sup>	Email to OCJP Program Manager  October 30 <sup>th</sup> January 30 <sup>th</sup> April 30 <sup>th</sup> July 30 <sup>th</sup>
F&A Invoice For Reimbursement	Monthly (minimum quarterly)	<a href="mailto:Maher.M.Wasef@tn.gov">Maher.M.Wasef@tn.gov</a> AND <a href="mailto:Karrisa.Carver@tn.gov">Karrisa.Carver@tn.gov</a> Office of Budget and Finance Monthly
<a href="#">Program Income Report</a> (This document is provided by your OCJP Program Manager)	July 1 <sup>st</sup> through June 30 <sup>th</sup>	Email to OCJP Program Manager  July 15 <sup>th</sup>
<a href="#">Equipment Summary Report</a> (This document is provided by your OCJP Program Manager)	July 1 <sup>st</sup> through June 30 <sup>th</sup>	Email to OCJP Program Manager  July 15 <sup>th</sup>